

POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: January 7, 2010  
TIME: 7:00 p.m.  
LOCATION: PRTC Transit Center  
14700 Potomac Mills Road, 2<sup>nd</sup> Floor  
Woodbridge, VA 22192-6811

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1. CALL TO ORDER

Chairman May called the meeting to order at 7:03 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County
*Corey Hill	Department of Rail & Public Transportation
*Wally Covington	Prince William County (arrived at 7:20 p.m.)
*Scott Lingamfelter	Member, Virginia House of Delegates
*Matthew Kelly, Secretary	City of Fredericksburg
*Michael May, Chairman	Prince William County
*Jackson Miller	Member, Virginia House of Delegates
*Frank Principi	Prince William County
*Jonathan Way, Vice Chairman	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Hilda Barg	Prince William County
*Harry Crisp	Stafford County
*Suhas Naddoni	City of Manassas

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Monica Backmon	PWC Department of Transportation
Alyssa Brown	Assistant, Supervisor Michael May
Joyce Embrey	PRTC Dir., Finance & Administration

Althea Evans	PRTC Dir., Marketing & Communications
Sandy Ferris	Citizen
Anthony Foster	PRTC Transportation Project Manager
Holly Frisch	Citizen
Shanta Garth	FIRST TRANSIT AGM-Accounting & Admin.
Laddavanh Guss	FIRST TRANSIT Bus Operator
Al Harf	PRTC Executive Director
Steve Hastalis	Citizen
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT General Manager
Ken Jones	PRTC Dispatch Supervisor
Ryan Jones	PRTC Special Projects Coordinator
Bob Liebbrandt	PWC Budget & Analysis
Mary Marshall	PRTC Accounting & Budget Manager
Betsy Massie	PRTC Dir., Grants & Project Management
Eric Marx	PRTC Dir., Planning & Operations
Jennifer Mouchantaf	VRE Deputy Executive Officer
Paul Pitchke	FIRST TRANSIT AGM-Operations
Chuck Steigerwald	PRTC Mgr., Planning & Quality Assurance
Dale Zehner	VRE Chief Executive Officer

#### MEMBERS ABSENT

John Jenkins	Prince William County
Frank Jones, Immediate Past Chmn	City of Manassas Park
Paul Milde, Treasurer	Stafford County
Martin Nohe	Prince William County
Toddy Puller	Virginia Senate
Susan Stimpson	Stafford County

#### ALTERNATES ABSENT

David Awbrey	Department of Rail & Public Transportation
Charles Badger	Department of Rail & Public Transportation
Mark Dudenhefer	Stafford County
Brad Ellis	City of Fredericksburg
Peter LaMarca	City of Fredericksburg
Lorraine Lasch	Prince William County
Hal Parrish	City of Manassas
Brian Potvin	Prince William County
Sorine Preli	Prince William County
Corey Stewart	Prince William County
John Stirrup	Prince William County
William Wren	City of Manassas Park

\*Voting Member

3. INVOCATION Led by Vice Chairman Way.
4. PLEDGE OF ALLEGIANCE Led by Commissioner Barg.
5. CITIZENS' TIME No citizens came forward.
6. PRESENTATIONS

[FT\Info] A. First Transit General Manager Robb Howell – Employee Recognition and Operations Report.

Mr. Howell recognized the November 2009 Operator-of-the-Month Laddavanh Guss. Ms. Guss has been a bus operator since 2004 and currently operates bus service on the Dale City OmniLink route.

Mr. Howell reported 14 commendations (directed to 12 different bus operators). He went on to report the accident frequency rate during the month of December is 1.35 per 100,000 miles. He also reported the complaint rate on the OmniRide service for December is 7.04 per 10,000 passengers compared to 8.42 for the prior month and the year-to-date is 6.95 compared to 7.59 for the same period last year. The complaint rate on the OmniLink service increased from 3.9 in November to 5.8 in December. Mr. Howell attributed the complaint rate increase to the inclement weather. The year-to-date is 4.64 compared to 5.13 for the same period last year.

With regard to the bus operator shortage, Mr. Howell reported five bus operators are scheduled to graduate on Monday, and training efforts continue with a new class commencing shortly. He explained First Transit typically projects bus operator turnover rates and training classes are sized accordingly. However, an unexpectedly high number of terminations and illnesses resulted in a total of seven missed trips the morning of January 5.

#### 7. APPROVAL OF PRTC MINUTES

RES 10-01-01 Minutes of December 3, 2009.  
[PRTC\Minutes]

Commissioner Kelly moved, with a second by Vice Chairman Way, to approve the Minutes as presented. There was no discussion on the motion. (KELLY\WAY, WITH MAJORITY VOTE; BARGNADDONI ABSTAINED)

#### 8. AGENDA APPROVAL

RES 10-01-02 Agenda of January 7, 2010.  
[PRTC\Agenda]

Commissioner Caddigan moved, with a second by Commissioner Kelly, to approve the Agenda as amended (Item 12-B.5 – Proposed Amendments to the PRTC Bylaws – First

Reading was added). There was no discussion on the motion. (CADDIGAN\KELLY, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 10-01-03 Consent Agenda of January 7, 2010.  
[PRTC\Consent Agenda]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to approve the Consent Agenda, as presented. (KELLY\CADDIGAN, UNANIMOUS)

RES 10-01-04 A. Treasurer's Report.  
[PRTC\Finance]

Accepted the Treasurer's Report for the period ended October 31, 2009. (KELLY\CADDIGAN, UNANIMOUS)

RES 10-01-05 B. Health Insurance Procurement Authorization.  
[PRTC\Health Insurance]

Authorized the issuance of a Request for Proposals (RFP) for PRTC group health and dental insurance coverage effective July 1, 2010, as presented. (KELLY\CADDIGAN, UNANIMOUS)

RES 10-01-06 C. Advertise for Additional CCTV Security Cameras.  
[PRTC\Cameras]

Authorized to advertise for the procurement and installation of additional CCTV security cameras at the PRTC Transit Center, as presented. (KELLY\CADDIGAN, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of  
December 18, 2009.

[VRE\Info] B. Chief Executive Officer's Report (12-09).

Mr. Zehner reported VRE experienced its highest ridership (18,629) yesterday, and the day prior was the second highest. Ridership is up 2.2% for the year and train delays for the calendar year have decreased by 37%. On-time performance in calendar year 2009 was 90% on both lines (Fredericksburg line at 89% and Manassas line at 91%). The majority of the VRE trains are carrying "standees."

Mr. Zehner noted the first five of ten new railcars will ship tomorrow out of Chicago followed by the delivery of the second five new railcars next week, bringing the total number of railcars to 71. The new railcars will be placed into service, replacing over-aged

Vice Chairman Way asked if the new locomotives can pull eight railcars and whether an adequate number of railcars exists to allow for eight-car trains. Mr. Zehner replied “yes” with a qualification. He explained that the VRE fleet consists of 71 new railcars and 30 over-aged railcars. Two eight-car train sets are currently in service, but storage downtown and in the VRE yards are confined such that all eight-car trains are not now possible. A recent recommendation to the VRE Operations Board allows for another eight car train set to be created by storing two train sets in the L’Enfant storage area.

Chairman May asked if storage is unavailable and the trains are at capacity, what other options exist for VRE. Mr. Zehner explained staff is working with DRPT on the possibility of lowering the “step up fee” (from \$10.00 to \$5.00 or perhaps even as low as \$2.00) for VRE riders wishing to ride Amtrak trains as a way of enticing some to make such a shift. He went on to explain the Amtrak trains have seating capacity and these shifts to Amtrak from Fredericksburg, Quantico, Woodbridge, Manassas, and elsewhere would lighten the loads on the VRE trains.

Commissioner Kelly moved, with a second by Commissioner Naddoni, to authorize the execution of an extension of the Amended Operating/Access Agreement with CSXT through July 31, 2010. There was no discussion on the motion. (KELLYNADDONI, UNANIMOUS)

Commissioner Kelly moved, with a second by Vice Chairman Way, to authorize the execution of an extension of the Amended Operating/Access Agreement with Norfolk Southern through July 31, 2010. There was no discussion on the motion. (KELLY\WAY, UNANIMOUS)

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Commissioner Kelly moved, with a second by Commissioner Crisp, to authorize and approve the proposed actions as presented. There was no discussion on the motion. (KELLY\CRISP, UNANIMOUS)

11. CHAIRMAN'S TIME

Chairman May had nothing to report at this time and wished everyone a Happy New Year.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info] A. Executive Director's Report.

Mr. Harf reported an "on-line forum" is scheduled for Tuesday, February 9, 12:00 p.m., and a series of "public hearings" are scheduled for Wednesday, February 10, 4:00 p.m. and 7:00 p.m., at the PRTC Transit Center and Thursday, February 11, 4:00 p.m. and 7:00 p.m., at the Manassas City Hall, to invite public reaction to the proposed FY 2011 budget and fare increase. Mr. Harf expressed appreciation to Vice Chairman Way for allowing PRTC the use of the Manassas City Hall. He noted that staff will return to the Commission at its March meeting with the outcome of the public review process which could result in an adjustment to the FY 2011 budget.

Mr. Harf went on to report that PRTC has locked in diesel fuel (25%) for FY 2011 at a cost of about \$2.35/gallon. Staff will continue to research opportunities to lock in more fuel.

Moving to another subject, Mr. Harf noted the Virginia Department of Rail and Public Transportation (DRPT) recently completed a financial audit of PRTC. The consultant's work is complete, and the results have been transmitted to DRPT. PRTC will be afforded an opportunity to react to the results once they have been formally transmitted. There were no findings by the consultants that rose to the level of any material concern.

Mr. Harf noted that commencing February 3, the Federal Transit Administration (FTA) will conduct a week-long financial management audit. Results of the audit will be presented to the Commission upon completion.

Referring to the bus operator shortage, Mr. Harf commended both PRTC and First Transit staff for above-and-beyond efforts to mitigate the impacts on customers and to ensure PRTC does not experience a recurrence of that magnitude. He noted that PRTC operated all of the scheduled bus service the next day. Staff met with customers Wednesday morning to express PRTC's apology/regrets and to invite customers to voice any complaints. He went on to note that customers were understanding, pleased about PRTC's quick recovery, and appreciative that the Commission cares about the quality of the bus service.

Continuing, Mr. Harf reported the 2.1% motor fuels tax is now being levied on "distributors." He went on to explain that both PRTC and NVTC expressed concerns about the Department of Taxation's "exemption" of certain costs from what's taxable (e.g., transportation) and has sought, without success, to elicit a reaction from the Taxation

Commissioner about whether the guidelines will be amended to remove such exemptions. Delegate Lingamfelter asked the Executive Director to furnish him with a set of questions PRTC would like to have answered and volunteered to ask the Taxation Commissioner to reply.

Vice Chairman Way asked how much money is at stake for both PRTC and NVTC. Mr. Harf explained the exposure calculation is about \$900,000 for PRTC and NVTC combined, so the exposure for PRTC is about \$300,000.

Mr. Harf announced the “management mobility planning” effort has been launched and a kick-off meeting with the stakeholder group is scheduled for Monday, January 25. He explained the work effort will probably be a year-long duration, and the end product will be a series of recommendations about what can be done to enhance the mobility for Prince William County’s and the cities of Manassas’s and Manassas Park’s most vulnerable citizens. As discussed previously, the plan could plausibly call for a combination of more formal volunteer transportation efforts and, as resources permit, traditional transit service delivery expansion coupled with expanded use of vouchers. The plan is expected to prioritize populations and types of trips to be served, with a likelihood of “medical” being high on the list.

Commissioner Covington arrived at 7:20 p.m. during the Executive Director’s Report and was absent for the vote on Items 7, 8, 9, 9A, 9B, 9C, 10C, 10D, and 10E.

[PRTC\Action]            B.     Action Items:

RES 10-01-10	1.	Recognition of Michael May for Outstanding
[PRTC\Chairman]		Services as Chairman of the PRTC during Calendar
		Year 2009.

Commissioner Caddigan moved, with a second by Commissioner Kelly, to recognize Mr. Michael May for his outstanding service as Chairman during calendar year 2009. There was no discussion on the motion. (CADDIGAN\KELLY, UNANIMOUS)

At this time, Mr. Harf presented Mr. May with a framed “aerial” rendering of the PRTC Transit Center inscribed: “To PRTC Commissioner Michael C. May – With sincere appreciation for your valued service and distinguished leadership as Chairman, PRTC Board of Commissioners 2009 – January 2010.”

RES 10-01-11	2.	Nomination for PRTC Executive Committee and the
[PRTC-VRE\Appointments]		VRE Operations Board Appointments in 2010.

Commissioner Caddigan moved, with a second by Commissioner Crisp, to approve the appointments for 2010 as recommended by the Nominating Committee. There was no discussion on the motion. (CADDIGAN\CRISP, UNANIMOUS)

RES 10-01-12  
[PRTC\Performance  
Objectives]

3. Performance Objectives for the PRTC Organization At-Large and Executive Director – December 2009 through November 2010.

Commissioner Caddigan moved, with a second by Commissioner Kelly, to adopt the objectives for the December 2009 through November 2010 period. There was no discussion on the motion. (CADDIGAN\KELLY, UNANIMOUS)

RES 10-01-13  
[PRTC\SmartMaps, Inc.]

4. Schedule and Bus Stop Display Production.

Commissioner Kelly moved, with a second by Commissioner Principi, to authorize management to incur costs associated with printed schedule and bus stop information display production (by its on-call contractor SmartMaps, Inc.) of as much as \$420,000 during the contract year January – December 2010 and averting the need for recurring Commission actions for this routine type of work. There was no discussion on the motion. (KELL\PRINCIPI, UNANIMOUS)

RES 10-01-14  
PRTC\ByLaws]

5. Proposed PRTC Bylaws Changes Necessitated by the Amendments to the Founding Ordinance – First Reading.

Commissioner Kelly moved, with a second by Commissioner Principi, to approve to schedule the proposed changes to the adopted PRTC Bylaws for a second reading and action by the Commission at its February meeting. There was no discussion on the motion. (KELLY\PRINCIPI, UNANIMOUS)

[PRTC\Info] C. Information Items:

1. November 2009 Fleet Maintenance Audit. There were no comments.
2. Representative Connolly's Letter Dated 12/10/09 re PRTC Legislative Agenda. There were no comments.
3. DRPT Monthly Statewide Transit Ridership Report (12/16/09). There were no comments.
4. PRTC Service Performance Reports. There were no comments.
5. PRTC Budget-to-Actual Comparison. There were no comments.
6. Communications:
  - a. Related to Funding. There were no comments.
  - b. Related to Jurisdiction. There were no comments.
  - c. General Interest. There were no comments.



13. OTHER BUSINESS/COMMISSIONERS' TIME

Delegate Lingamfelter commented that the Appropriations Committee staff announced that two large transit payments will be paid in full in the February/March time frame. He explained there is already authorized funding available and approximately \$435 million will become available. He recommended the Commission meet with the new Secretary of Transportation on this issue and volunteered the use of his office.

Mr. Harf noted that he participated in a pair of meetings with the aim to provide Governor-elect McDonnell's transition team members to provide an enhanced understanding of public transit issues. The first meeting was with former Congressman Tom Davis, and the second meeting was with former Virginia Secretary of Transportation Whitt Clement and members of the Rail and Public Transit Task Force.

Commissioner Caddigan noted that Ms. Cynthia Martinez has requested an update about PRTC bus service operating to the Fortuna Shopping Center located at Rt. 234. Ms. Martinez requested the bus service at a PRTC meeting several years ago and understood the response at the time to be that the bus service would commence in 2010. Commissioner Caddigan asked the Executive Director to respond to Ms. Martinez.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman May adjourned the meeting at 7:35 p.m.

NEXT MEETING: Thursday, February 4, 2010, 7:00 p.m.

LOCATION: PRTC Transit Center  
14700 Potomac Mills Road, 2<sup>nd</sup> Floor  
Woodbridge, VA 22192-6811  
Main # (703) 583-7782  
Fax #: (703) 583-1377